

.REQUEST FOR BIDS

BID NO. R181042

CITY OF MOUNTAIN VIEW
Purchasing Division
500 Castro St/PO Box 7540
Mountain View CA 94039-7540
Ph 650-903-6324 Fax 650-968-5472

Page 1 of 20

Bid Due Date: 12/5/17
Bid Due Time: 3:00 PM

Vendor Name _____

Vendor Address _____

Item	Qty	Unit	Description	Ext Price
0001	1	LOT	Moving Services for the Library Renovation project, as per attached Specification and Pricing Schedule.	\$_____

Optional Prebid meeting is scheduled for 10:15 am, Tuesday,
November 28, 2017 beginning at the Mtn View Public Library,
585 Franklin St., Mountain View, CA 94041

Payment Terms: Net 30 or better

Discount Payment Terms: _____%_____ days.

Guaranteed Delivery of _____ business days ARO

GRAND TOTAL \$ _____

CITY OF MOUNTAIN VIEW
REQUEST FOR BIDS NO. R181042

SECTION I: INSTRUCTIONS FOR SUBMITTING BIDS

1. **Type of Reply Requested:**

- ☒ Request for Bid, Informal (fax bids are acceptable)
☐ Request for Bid, Formal, Public Opening (no faxes)

2. **Bids Due:** 3:00 PM, Pacific Time, Tuesday, December 5, 2017

3. **Reply To:**

City of Mountain View
Attention: Chris Hartje, Supervising Buyer
500 Castro Street
Mountain View, CA 94041

or

P.O. Box 7540
Mountain View, CA 94039-7540

Phone: (650) 903-6324 Fax: (650) 968-5472

Email: chris.hartje@mountainview.gov

Questions: Email the Point of Contact (POC) named above for questions regarding this bidding process. It is the responsibility of the bidder to ensure the email is received by requesting a delivery receipt.

4. **Reply Format:** The entire bid form, including all attachments, must be returned by the bid due date to the above address. If mailed, the envelope returning the bid shall have the bid number and the due date. By signing our bid form, you are agreeing to the City of Mountain View (City) Terms and Conditions. **(Please note Insurance Requirements, Section 21 on Pages 8-10)** Once notified of bid award, the bidder has five days to send the correct certificate of insurance. Lack of a timely response is grounds for rejection of the bid.
5. **Pre-bid Conference:** The optional pre-bid conference is scheduled to ensure that bidders know the work required.

6. **Progress Schedule:**

Request for Bids Posted	November 14, 2017
Optional Pre-bid Conference	November 28, 2017
Bids Due	December 5, 2017
Bid Award	December 8, 2017
Pre-Construction Meeting Notice to Proceed Issued	December 18, 2017
Mobilization	December 20, 2017
Implementation of On-Site Work	December 20, 2017
Complete Work	April 30, 2018
Demobilization and Contract Completion	April 30, 2018

All times are local Pacific time.

7. **Deviations from Bid Specifications:** If there are any deviations from the brands and/or specifications, the bidder MUST note such differences, brand names, model numbers and attach brochures and a complete description of the goods or services bid. The burden of showing the equivalency is on the bidder.
8. **Bid Award:** The City reserves the right to reject any and all bids, or to waive any errors, discrepancies or irregularities. The bid will be awarded at the discretion of the City Manager or designee (formal bids) or Purchasing Agent (all other bids) on an item-by-item basis, or in any fashion that best meets the needs of the City. All blanks for unit prices must be completed.

SECTION II: TERMS AND CONDITIONS

1. **Payment Terms:** The City's payment terms are, at a minimum, net thirty (30) days after Acceptance of service or delivery of goods and receipt of an accurate invoice whichever occurs later. The selected Vendor's (Vendor or Contractor) invoice must match the unit prices listed on the Purchase Order and must include the City authorized Purchase Order number. Vendors may offer discounted payment terms and those should be listed on the Vendor's response which City may accept at its discretion.
2. **Time of Delivery/Completion:** Reference is made to Section 8-06 of City's Standard Provisions. Time is of the essence. The Vendor shall deliver all goods or complete all services called for under this agreement within the number of working/calendar days or by the date specified for completion in the Purchase Order, unless the delays are caused by the City or by acts of God. Failure to deliver on time shall be grounds for termination of this Agreement or invoke "Liquidated Damages" if required below.
3. **Freight Charges:** All prices bid shall include all freight costs and ownership transfers to the City at the City's location and are F.O.B. destination to the designated locations. Freight or shipping charges (separate from handling) as well as California sales or use tax, if applicable, shall be prepaid and added to the invoice with ownership transferring to the City when delivery is completed to the City's location.
4. **Inspection; Acceptance of Goods and Services.** All Goods and Services are subject to final inspection and acceptance by City. City may reject any Goods and Services which are not in accordance with the City authorized Purchase Order. Acceptance of all Goods and Services shall occur only after City has had a reasonable time for inspection following delivery of goods or completion of services.
5. **Liquidated Damages:**

☐ Required ☒ Not Required

If required, it is agreed by the Vendor that if the goods or services are not delivered complete, as called for in this proposal, damages will be sustained by the City, and that it is and will be impracticable and extremely difficult to ascertain and determine the actual damage which the City will sustain in the event of and by reason of such delay; and it is, therefore, agreed that the Vendor will pay to the City the sum of Three Hundred Fifty Dollars (\$350) per day for each and every

calendar days' delay in finishing the work in excess of the number of working or calendar days prescribed or in excess of the date specified for completion or delivery of the goods or services, whichever is applicable in this Proposal; and the Vendor agrees to pay said liquidated damages as herein provided; and in case the same are not paid, agrees that the City may deduct the amount thereof from any moneys due or that may become due the Vendor under this proposal.

Partial payments paid to the Vendor after the scheduled completion dates shall not be constituted as a waiver of the City's right to assess liquidated damages.

6. **Firm Prices:** All quotes will be held firm for a minimum of sixty (60) days after the bid due date listed above to allow adequate time for the City to consider each bid and make an award. All blanks for unit price and total price shall be completed. Any discrepancy between the unit price and the extended or total price shall be determined by taking the lower price. Upon receipt of Vendor's quote or proposal by the City, the Vendor shall be presumed to be thoroughly familiar with all the aspects of this proposal, including installation sites and all specifications and requirements of this proposal. The failure or omission to examine any location, equipment, form, instrument or document shall in no way relieve Vendor from any obligation in respect to this bid.

After award, pricing shall be held firm through the duration of the agreement.

7. **Guarantee:** The delivered or installed goods, equipment or services shall be warranted to be free from defects in material and workmanship. The warranty period shall begin upon acceptance by the City. At a minimum, all goods, equipment and services shall be warranted to operate satisfactorily in accordance with the requirements of these specifications, representations of the Vendor and the published specifications of the manufacturer(s) for a period of at least one (1) year. Any defective goods, equipment or services shall be replaced or repaired quickly at the City's location during the warranty period at no expense to the City. If repairs cannot be made at the City's location, the Vendor shall transport/ship the equipment to a repair facility. All repairs must be completed and the equipment returned to the City within seventy-two (72) hours of a call for service. If the Vendor fails to have the equipment repaired within seventy-two (72) hours, the Vendor shall provide substitute equipment of equal type and quality until the City's equipment is returned in operating condition to City's satisfaction.

This Section does not in any way limit the guarantee on any items for which a longer guaranty is specified or on any items which a manufacturer gives a guaranty for a longer period, nor does it limit the other remedies of City in respect to a latent defect, fraud, or implied warranties. Vendor shall furnish City all appropriate guaranties or warranty certificates upon completion of the project.

8. **Material Safety Data Sheets:** General Industrial Safety Order 5195 requires Material Safety Data Sheets (MSDS) be supplied, for all applicable items, with the initial delivery.

9. **Licensed Contractor:**

☐ Required ☒ Not Required

All contractors bidding on work requiring a State of California Contractor's License must state under penalty of perjury that they are a licensed contractor by listing their license number, date of expiration, type of license and description of that type of license.

Contractor's License No.: _____

Date of Expiration: _____

Type of License: _____

Description of License: _____

10. **Ownership and Collusion – Financial Interest by City Employees:** The Vendor confirms, by signing this bid, that he/she has not, directly or indirectly, been collusive with any other vendor or anyone else interested in this bid. Pursuant to Section 706 of the City of Mountain View Charter, no City officer or employee shall have a financial interest, either directly or indirectly, in any contract, sale, purchase, or lease to which the City is a party.
11. **Assignment:** This Agreement, nor any part of this Agreement, may be assigned without the written consent of the City.
12. **Termination:** Any purchase order issued as a result of this bid may be terminated by the City at any time with ten (10) days' written notice to Vendor. The City will only pay for any goods or services ordered and accepted by the City. Any payments made in advance will be returned to the City on a prorated basis with the City only paying for those goods or services actually provided. In no event shall said fees exceed the maximum compensation established in the Agreement.
13. **Budget Appropriation:** Any purchase order issued as a result of this bid may be terminated every June 30 based upon the City Council not funding the purchase of goods or services to be provided in this bid after each July 1.
14. **Nondiscrimination:** Vendor shall afford equal employment opportunities for all persons without discrimination because of race, color, religion, sex, sexual orientation, political affiliation, national origin, ancestry, age, marital status,

physical or mental disability, military or veteran status, gender identity or expression, or genetic information.

15. **Applicable Laws and Attorneys' Fees:** This Agreement shall be construed and enforced pursuant to the laws of the State of California. Should any legal action be brought by a party for breach of this Agreement or to enforce any provision herein, the prevailing party of such action shall be entitled to reasonable attorneys' fees, court costs and such other costs as may be fixed by the court. Reasonable attorneys' fees of the City Attorney's Office, if private counsel is not used, shall be based on comparable fees of private attorneys practicing in Santa Clara County.

16. **Subcontractors:** The City prefers a proposal with a single or primary vendor. If you propose a multi-vendor or subcontracted approach, clearly identify the responsibilities of each party and the assurances of performance you offer. The Vendor is the prime contractor and is solely responsible for all of the Vendor's subcontractors.

17. **Insurance:**

a. **Commercial General Liability Insurance.** Vendor shall obtain and maintain Commercial General Liability insurance in a minimum amount of Two Million Dollars (\$2,000,000) per occurrence. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement or the general aggregate limit shall be twice the required occurrence limit. Vendor's insurance coverage shall be written on an occurrence basis.

b. **Automobile Liability Insurance.** Vendor shall obtain and maintain Automobile Liability insurance in a minimum amount of One Million Dollars (\$1,000,000) per occurrence.

c. **Workers' Compensation Insurance.**

☒ Required ☐ Not Required

If required, Vendor shall obtain and maintain statutory Workers' Compensation insurance and Employer's Liability insurance in a minimum amount of One Million Dollars (\$1,000,000) per accident.

Or

☐ Required ☒ Not Required

If required, Vendor is an individual or a company that has entered, or will be entering, into an agreement with City to provide goods or services.

Vendor is familiar with the Workers' Compensation laws of California (generally contained in Section 3700 of the Labor Code), including those provisions which provide for specific exemptions from the requirement that all employers must carry Workers' Compensation insurance, and Vendor maintains they are exempted under the law from the requirement to maintain Workers' Compensation insurance coverage.

In addition, during the term of any work for City under said Agreement: (1) Vendor will not employ any person in any manner so as to become subject to the Workers' Compensation laws of California; or (2) should Vendor become subject to the Workers' Compensation provisions of Section 3700 of the Labor Code for any reason, Vendor shall forthwith comply with those provisions and send evidence of financial compliance to City.

d. Garage Keeper's Legal Liability Insurance.

☐ Required ☒ Not Required

If required, Vendor shall obtain and maintain Garage Keeper's Legal Liability insurance in a minimum amount of One Million Dollars (\$1,000,000) per claim. Garage Keeper's Legal Liability insurance must be maintained for the term of the agreement and evidence of insurance shall be provided to CITY.

e. Transportation Insurance.

☐ Required ☒ Not Required

If required, Vendor shall obtain and maintain Transportation insurance in a minimum amount of One Million Dollars (\$1,000,000) per claim. Transportation insurance must be maintained for the term of the agreement and evidence of insurance shall be provided to CITY.

f. Professional Liability Insurance.

☐ Required ☒ Not Required

If required, Vendor shall obtain and maintain Professional Liability insurance in a minimum amount of One Million Dollars (\$1,000,000) per claim. Professional Liability insurance must be maintained and evidence of insurance shall be provided to CITY for at least three (3) years after completion of work under this Agreement.

g. Acceptability of Insurers. Insurance is to be placed with insurers with a current *A.M. Best's Rating* of A:VII unless otherwise acceptable to City.

h. Verification of Coverage. Insurance, deductibles, or self-insurance retentions shall be subject to City's approval. Original Certificates of Insurance with endorsements shall be received and approved by City before work commences, and insurance must be in effect for the duration of the Agreement. The absence of insurance or a reduction of stated limits shall cause all work on the project to cease. Any delays shall not increase costs to City or increase the duration of the project.

i. Other Insurance Provisions:

(1) If Vendor maintains broader coverage and/or higher limits than the minimums shown above, City requires and shall be entitled to the broader coverage and/or the higher limits maintained by Vendor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.

(2) The City of Mountain View, its officers, officials, employees, and volunteers are to be covered as an additional insured by an endorsement at least as broad as ISO Form CG 20 10 11 85 or, if not available, through the addition of **both** CG 20 10, CG 2026, CG 20 33, or CG 20 38 and CG 20 37 if a later revision is used or other endorsement approved by City's Risk Manager for Commercial General and Automobile Liability coverage.

(3) For any claims related to Vendor's services pursuant to this Agreement, Vendor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 with respect to City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by City, its officers, officials, employees, and volunteers shall not contribute to it.

(4) Vendor grants City a waiver of any rights to subrogation which any insurer of Vendor may acquire against City by virtue of the payment of any loss under such insurance (ISO CG 24 04 for CGL) and an endorsement to the Workers' Compensation policy. This provision applies regardless of whether or not City has received a waiver of subrogation endorsement from the insurer.

(5) Vendor shall provide thirty (30) days' notice to City in the event of cancellation or modification to the stipulated insurance coverage.

(6) In the event Vendor employs subcontractors as part of the work covered by this Agreement, it shall be the responsibility of Vendor to ensure

that all subcontractors comply with the same insurance requirements as stated in this Agreement.

(7) Approval of the insurance by City or acceptance of the Certificate of Insurance by City shall not relieve or decrease the extent to which Vendor may be held responsible for payment of damages resulting from Vendor's services or operations pursuant to this Agreement, nor shall it be deemed a waiver of City's rights to insurance coverage hereunder.

(8) If, for any reason, Vendor fails to maintain insurance coverage that is required pursuant to this Agreement, the same shall be deemed a material breach of Agreement. City, at its sole option, may terminate this Agreement and obtain damages from Vendor resulting from said breach. Alternately, City may purchase such required insurance coverage, and without further notice to Vendor, City may deduct from sums due to Vendor any premium costs advanced by City for such insurance.

18. **Hold Harmless:** To the fullest extent permitted by law, Vendor shall defend, indemnify and hold City, its officers, employees, agents and volunteers, harmless from any liability for damage or claims of same, including but not limited to, personal injury, property damage, and death, which may arise from Vendor or Vendor's contractors, subcontractors, agents or employees' operations under this Agreement. City shall cooperate reasonably in the defense of any action, and Vendor shall employ competent counsel, reasonably acceptable to the City Attorney.
19. **Reliance Upon Professional Skill:** It is mutually agreed by the parties that City is relying upon the professional skill of Vendor, and Vendor represents to City that its work shall conform to generally recognized professional standards in the industry. Acceptance of Vendor's work by City does not operate as a release of Vendor's said representation.
20. **Independent Contractor.** It is agreed that Vendor is an independent contractor and all persons working for or under the direction of Vendor are Vendor's agents and employees, and said persons shall not be deemed agents or employees of CITY.
21. **Ownership of Data and Documents.** Vendor agrees all records, specifications, data, maps, designs, graphics, writings, recordings, and other tangible materials regardless of form or format, including, without limitation, electronically transmitted documents and ACAD files, and other collateral materials collected, compiled, drafted, prepared, produced, and/or generated in the performance of this Agreement shall be the property of City. Vendor shall regularly provide such

documents to City upon City's request. In the event this Agreement is terminated prior to completion of the scope of work, Vendor shall provide all such data and documents to City forthwith.

22. **Business License.** For any work done within the City of Mountain View, Vendor shall obtain, prior to issuance of a Purchase Order, and maintain a valid business license from City. Business license applications are available online at <http://mountainview.gov/depts/fasd/forms.asp> or at City Hall, 500 Castro Street, Second Floor, Finance Lobby.
23. **Attachments or Exhibits.** Except as expressly referenced herein, no portion of any terms or conditions included in any attachments or exhibits shall be a part of this Agreement, and they shall have no force or effect. If the attachments or exhibits to this Agreement, if any, are inconsistent with this Agreement, this Agreement shall control.
24. **Authority to Execute.** The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement.
25. **Waiver.** The failure of CITY to insist upon a strict performance of any of the terms, conditions, and covenants contained herein shall not be deemed a waiver of any rights or remedies that CITY may have and shall not be deemed a waiver of any subsequent breach or default in the terms, conditions, and covenants contained herein.
26. **Headings.** The headings in this Agreement are inserted for convenience purposes only and shall not affect the terms of this Agreement.
27. **Public Records.** The parties recognize and acknowledge that CITY is subject to the California Public Records Act, California Government Code Section 6250 and following. Public records are subject to disclosure.
28. **Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be void, invalid, or unenforceable, the same will either be reformed to comply with applicable law or stricken if not so conformable, so as not to affect the validity or enforceability of this Agreement.
29. **Entire Agreement:** This Agreement contains the entire understanding between the parties with respect to the subject matter herein. There are no representations, agreements, or understandings (whether oral or written) between or among the parties relating to the subject matter of this Agreement which are not fully expressed herein.

30. **Signatures:** The undersigned understands and agrees that the conditions set forth in the instructions to vendors, the terms and conditions and the specifications, together with the bid and any other documents submitted in response to the foregoing, shall form a part of and be construed with the purchase order/contract.

VENDOR:

Company Name

Street Address of Company

Signature of Officer

City, State, Zip

Printed Name of Officer

Telephone No./Fax No.

Title of Officer

Email Address

Date Signed

Federal I.D. Tax Number

Revised 8/30/17

SECTION III: BIDDER'S REFERENCES AND SUBCONTRACTORS

The Bidder is **required** to provide a minimum of 4 references where work of a similar size and nature was performed within the 5 years. This will enable the City of Mountain View to judge the responsibility, experience, skill, and business standing of the Bidder.

REFERENCES

Client Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
Date of Project (when was work performed) _____ Email address: _____
Describe what product or service was provided:

Client Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
Date of Project (when was work performed) _____ Email address: _____
Describe what product or service was provided:

Client Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
Date of Project (when was work performed) _____ Email address: _____
Describe what product or service was provided:

Client Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
Date of Project (when was work performed) _____ Email address: _____
Describe what product or service was provided:

LIST OF SUBCONTRACTORS
(Section 4104 of the Public Contract Code)

The following information is furnished relative to each subcontractor who will perform work or labor or render services to the undersigned in and about the construction of the project in an amount in excess of one-half (1/2) of one percent (1%) of the total amount of this bid, or in the case of bids for the construction of streets or highways, including bridges, in excess of one-half (1/2) of one percent (1%) of the undersigned's total bid or Ten Thousand Dollars (\$10,000), whichever is greater. The undersigned agrees that any portions of the work in excess of one-half (1/2) of one percent (1%) of the total amount of this bid; or Ten Thousand Dollars (\$10,000), if applicable; and for which no subcontractor is designated herein, will be performed by the undersigned.

	<u>Work to be Performed</u>	<u>Subcontractor's Name and Address</u>	<u>License No.</u>
1.	_____	_____ _____ _____	_____ _____
2.	_____	_____ _____ _____	_____ _____
3.	_____	_____ _____ _____	_____ _____
4.	_____	_____ _____ _____	_____ _____
5.	_____	_____ _____ _____	_____ _____
6.	_____	_____ _____ _____	_____ _____

SECTION IV: PRICING SCHEDULE

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXT. PRICE
LOT	1	Moving Services		
1	JOB	Furniture Move, December 2017. Includes all labor, equipment, tools, packaging, floor protection, furniture protection, and associated materials. Work hours – 7 a.m. to 10 a.m.		
1	JOB	Furniture Move, January 2018. Includes all labor, equipment, tools, floor protection, furniture protection, protection, and associated materials. Work hours – 7 a.m. to 5 p.m.		
		Lot 1 Total		
LOT	2	Add/Alternate		
		Hourly Rates for Services outside the specified move events described in the Schedule in the specifications. Note: Quantities are estimates only and listed for bid evaluation. Actual usage shall determine billing.		
8	Hour	Crew, van, equipment and associated materials		
		Lot 2 Total		

SECTION V: LIBRARY FURNITURE MOVING SPECIFICATIONS

1. GENERAL PROVISIONS

Provide furniture moving services in support of the Library Renovation project (by others) between December 1, 2017 and April 30, 2018.

2. SITE INSPECTION

It shall be the responsibility of the bidder to make a thorough examination of the furniture described within the building listed prior to the submission of his/her bid. No special considerations will be given after the bids are opened because of the bidder's failure to be knowledgeable of all existing conditions at the various sites.

3. LIVE SCAN BACKGROUND CHECKS AND SAFETY REQUIREMENTS

1. All Contractor's employees and subcontractor employees servicing the City's account must be enrolled in the "Live Scan" fingerprint program and the Department of Justice shall determine whether any individuals have been arrested or convicted of a violent or serious felony or has a pending criminal proceeding for a felony as defined in Section 45122.1 of the California Education Code. This report must be received and accepted by the City from the Department of Justice prior to Contractor employees and subcontractor employees beginning work. No contractor, contractor employees, subcontractor or subcontractor employees shall commence or continue work without clearance from the Department of Justice.
2. All required fees related to the Live Scan application process and other travel costs and time associated with security clearance shall be the responsibility of the Contractor.
3. The forms and appointments may be obtained from the Mountain View Police Department at (650) 903-6344. Each applicant shall then make an appointment to obtain an application and to have fingerprints taken; charges will apply at this time (Fifty-Two Dollars (\$52) per applicant). The clearance process takes around two (2) weeks. After the clearance is given, the workers should make appointment with Facilities who will issue photo Contractor ID badges to the workers.

4. BUILDING RESTRICTIONS

1. **PARKING:** The Contractor shall make arrangements with the designated City of Mountain View Representative prior to off-loading tools and equipment at the job site. The Contractor shall park only in spaces assigned

by the designated City of Mountain View Representative.

4. SECURITY: The Contractor shall provide an updated list of all vendor personnel or subcontractors at each job site and comply with all security measures required by City of Mountain View.
5. ACCESS: The Contractor shall make prior arrangements with the City of Mountain View Project Manager, Rey Rodriguez at (650) 903-6527 or designated City representative for access to the building during the performance of the service.

2. CONTRACTOR PERSONNEL SAFETY

1. Provide all required safety equipment and instruct personnel to observe all safety policies, rules, and requirements at all times.
2. Maintain a safe work environment at all times. The Contractor shall report immediately to the designated City of Mountain View representative the existence of unsafe condition(s), which will compromise the performance of the service.

3. WORK HOURS

1. Normal working hours vary depending upon the locations in the Library where work is done. When work encroaches into public spaces, the work hours are limited to 7:00 am to 10:00 am Monday through Friday. Work Hours in non-public space may be allowed between 7:00 am to 5:00 pm Monday through Friday upon approval of the Project Manager. The Contractor shall submit a request in writing in advance and obtain approval from the City of Mountain View Project Manager, Rey Rodriguez to work outside of normal working hours.

4. SCHEDULE

1. The project has 2 distinct move periods in the months of December and January/February. The City will provide a tentative start date 30 days in advance. The actual start date will be provided 5 days in advance for each move period.

5. DOCUMENTS

1. A10.50 FIRST FLOOR FURNITURE MOVE SHEET 1
2. A10.52 FIRST FLOOR FURNITURE MOVE SHEET 2
3. A10.51 SECOND FLOOR FURNITURE MOVE SHEET 3

- 4. A10.53 SECOND FLOOR FURNITURE MOVE SHEET 4
- 5. FIGURE A LIBRARY MOVE CONTRACTOR STORAGE VAN STAGING AREA

6. SCOPE OF WORK

1. The Mountain View Public Library (Library) is located at 585 Franklin Street, Mountain View, California, 94041. The City is implementing partial renovation/modification of the existing Library. The project will expand Children's Services on the first floor, renovate staff offices, and construct new study rooms on the second floor, referred to as the Renovation. The project involves coordination with other City contractors, including the contractor providing the renovation work (Renovation Contractor).
2. The Library will remain open during renovation with the exception of the Children's Services wing. The entire Children's Services furniture/tables/chairs etc. is required to be removed. Closure will occur approximately late November 2017.
3. During this month, many other trades will be working. Carpet will be installed in most areas. There will be mechanical, electrical and plumbing contractors working. Library shelving will be removed by a shelving contractor. This means the Work must be scheduled carefully, and the schedule adhered to precisely in order to allow the work of many others to flow smoothly. The Public Works Department will be in charge of administering the project.

The Public Works Department (Project Manager) contact person is:

Rey Rodriguez, Senior Project Manager
(650) 903 6527
rey.rodriguez@mountainview.gov

4. Bid Descriptions

- A. OFFICE FURNITURE – Furnish moving services to remove/relocate designated furniture from office and cubical areas of the first and second floors of the Library.
- B. LOUNGE FURNITURE AND MISCELLANEOUS – Furnish moving services to remove/relocate designated furniture (chairs, tables, whiteboards, etc.) from public areas of the first and second floors of the Library. NOT SHOWN ON ATTACHED PLAN SHEETS.
- C. DESKTOP COMPUTERS – Furnish moving services to relocate designated desktop computer equipment from public areas of the first and

second floors of the Library. This task will occur simultaneously with the Office Furniture move task and at the time the Children's wing is closed.

- D. STORAGE ROOM – Furnish moving services to remove/relocate designated shelving, file cabinets, storage boxes and historical documents from Room 218 to Room 211 (across the hall). Task includes reinstalling the shelving for the storage boxes and historical documents.
- E. STORAGE VAN – Furnish moving services to relocate designated furniture (chairs, tables, whiteboards, etc.) into/from the City provided Storage Van to the designated areas of the first and second floors of the Library.

- 5. Furniture will consist of but not limited to, stand-alone desks, free standing office book shelves, tables, vertical, lateral and under counter file cabinets, one safe and office chairs.
- 6. Office book shelves shall be wrapped in shrink-wrap in such a manner before moving to ensure contents are contained in book shelves.
- 7. Measures shall be taken to protect surrounding stationary surfaces such as doors, door frames, cubical walls, trim, handrails, and carpet from damage.
- 8. This may consist of padding and/or other additional protective equipment/materials to prevent damage to aforementioned substrates.
- 9. All wrapping, padding, tape, and any other labeling and protective materials used during the move shall be removed from furniture and disposed off-site in a legal manner.

7. MATERIALS

- 1. Unless specifically authorized in advance, all materials needed to perform the work operations outlined above, are to be provided at no additional cost to the City. This includes but is not limited to dollies, boxes, tape, packing materials, etc.
- 2. In the event materials are authorized, all materials shall be invoiced at actual cost plus a percentage markup as quoted herein. Copies of the Contractor's own purchase invoices reflecting actual costs shall accompany each invoice to the City.

8. RESPONSIBILITY OF CONTRACTOR

- 1. The Contractor shall provide all materials, equipment, tools, and labor to complete this job in a safe and timely manner. Contractor shall provide an adequate number of skilled workmen who are thoroughly trained and

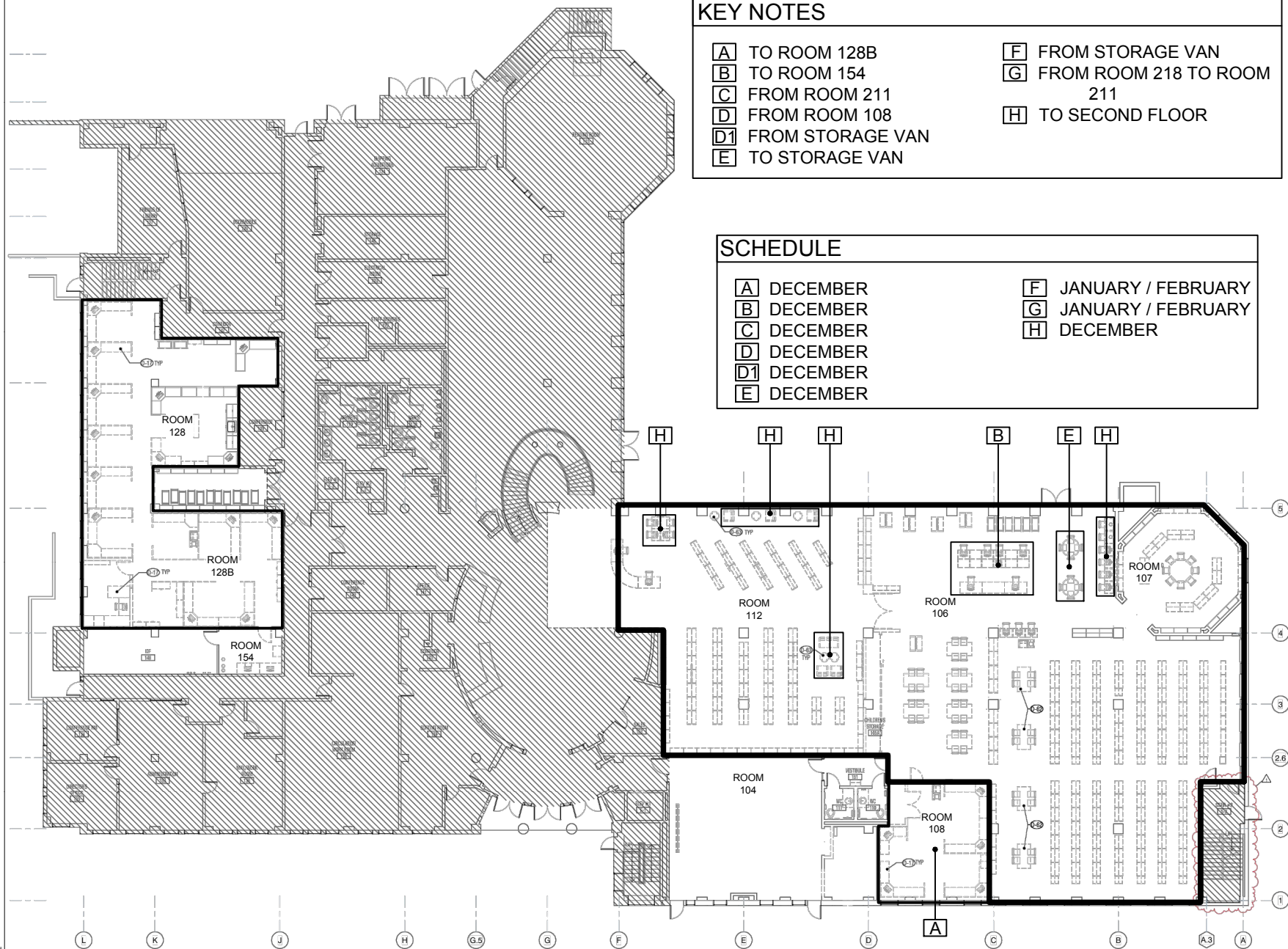
experienced in the necessary crafts for the proper performance of work. No equipment, materials, or personnel shall be provided by the City for this purpose.

2. The Contractor shall comply with all applicable State and local laws, ordinances, codes and regulations, including all safety orders, rules, and recommendations of the Division of Industrial Relations. Contractor shall be solely responsible for any and all injuries to individuals or properties resulting directly or indirectly from the Contractor's performance of the work.
3. Contractor shall provide necessary safeguards, and emphasize caution against creating a hazardous environment that may cause injury to the general public and defacement or damage of their property. The Contractor shall be responsible for any defacement or damage to the existing site and shall restore it to its original condition at Contractor's expense.
4. Contractor shall use care to not interfere with the daily operations of the sites or site occupants.
5. Contractor's employees shall wear a company uniform clearly identifying the company and shall present a neat and clean appearance at all times. All equipment shall be clearly identified with either an equipment number or company logo.
6. The Contractor shall be responsible for any damage to his/her equipment left at the work site.
7. At the end of each shift, and upon completion of work, Contractor shall clean up the entire work area of all trash, signage, rubble, rags, containers, materials and equipment resulting from work on this contract and properly dispose of such items in accordance with all Federal, State, and local requirements.

9. RESPONSIBILITY OF THE CITY

1. The City shall be responsible for providing safe working conditions.
2. The City shall manage this project, visit the site, observe progress of work, and report on Contractor's performance and adherence to the specified requirements.

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KEY NOTES

- | | |
|----------------------------|------------------------------------|
| A TO ROOM 128B | F FROM STORAGE VAN |
| B TO ROOM 154 | G FROM ROOM 218 TO ROOM 211 |
| C FROM ROOM 211 | H TO SECOND FLOOR |
| D FROM ROOM 108 | |
| D1 FROM STORAGE VAN | |
| E TO STORAGE VAN | |

SCHEDULE

- | | |
|--------------------|-----------------------------|
| A DECEMBER | F JANUARY / FEBRUARY |
| B DECEMBER | G JANUARY / FEBRUARY |
| C DECEMBER | H DECEMBER |
| D DECEMBER | |
| D1 DECEMBER | |
| E DECEMBER | |

noll tam
architects and planners
729 Heinz Avenue
Berkeley, CA 94710
tel 510.542.2200 fax 510.542.2201

**FIRST FLOOR
FURNITURE MOVE
SHEET 1**

City of Mountain View

Mountain View Public Library

LIBRARY SPACE
MODIFICATIONS
PROJECT 11-27 & 15-50
365 Franklin Street
Mountain View, CA 94041

SHEET TITLE
**DEMO FURNITURE
PLAN - 1ST FLR**

REVISIONS
1 DATE DESCRIPTION
1 10/20/17 Project Revisions R27

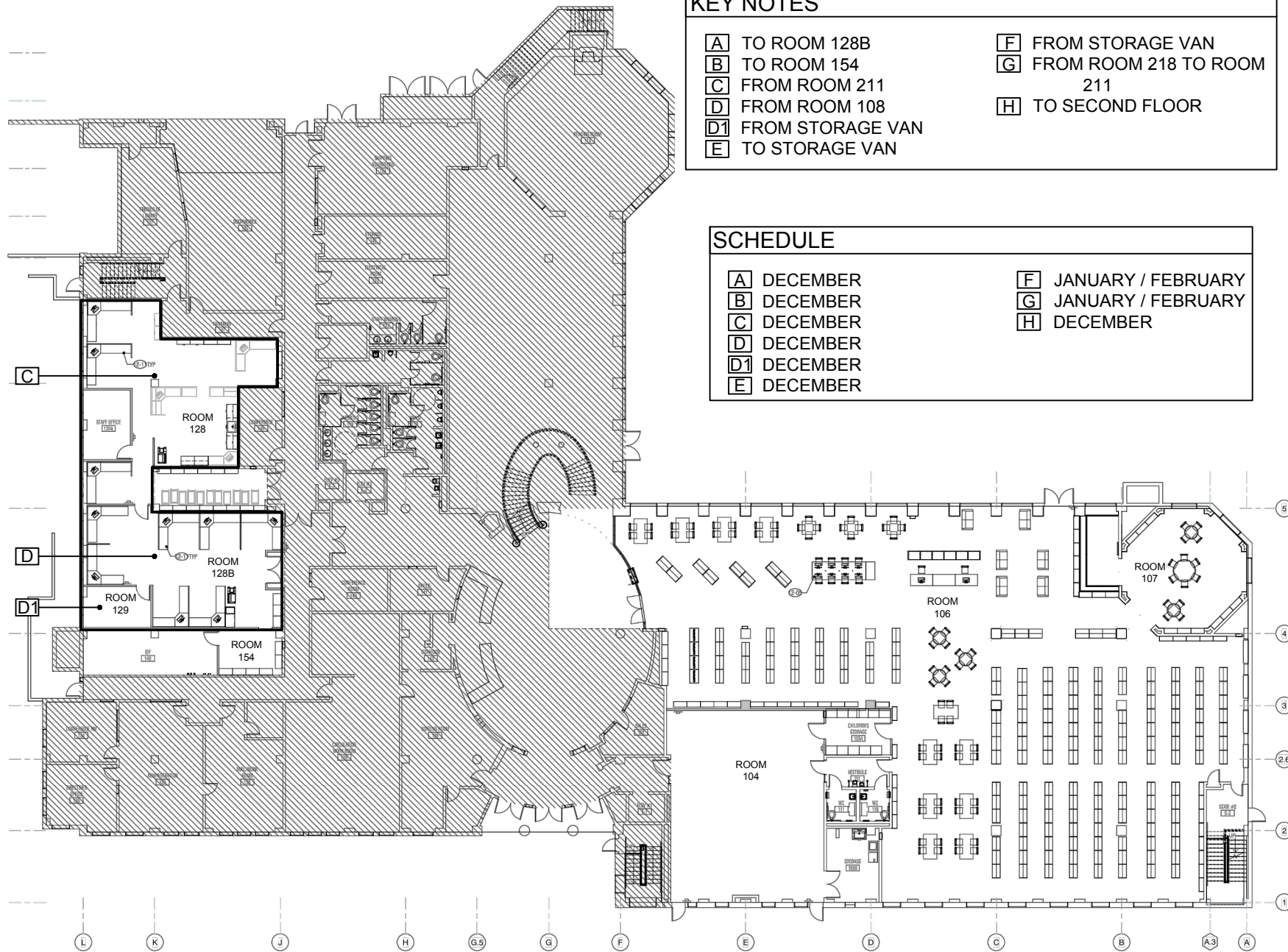
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JOB NO. 8881
SHEET NUMBER

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**1ST FLOOR - FURNITURE PLAN -
DEMO**
1/8" = 1'-0"

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KEY NOTES

A

TO ROOM 128B

B

TO ROOM 154

C

FROM ROOM 211

D

FROM ROOM 108

D1

FROM STORAGE VAN

E

TO STORAGE VAN

F

FROM STORAGE VAN

G

FROM ROOM 218 TO ROOM 211

H

TO SECOND FLOOR

SCHEDULE

A

DECEMBER

B

DECEMBER

C

DECEMBER

D

DECEMBER

D1

DECEMBER

E

DECEMBER

F

JANUARY / FEBRUARY

G

JANUARY / FEBRUARY

H

DECEMBER

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architects and planners

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fax 510.542.2201

FIRST FLOOR
FURNITURE MOVE
SHEET 2

City of Mountain View

Mountain View Public Library

LIBRARY SPACE MODIFICATIONS
PROJECT 11-27 & 18-60
565 Franklin Street
Mountain View, CA 94041

SHEET TITLE
FURNITURE PLAN
- 1ST FLR

REVISIONS
REV DATE DESCRIPTION

DATE 7/10/2017

DRAWN Author

CHECKED Checker

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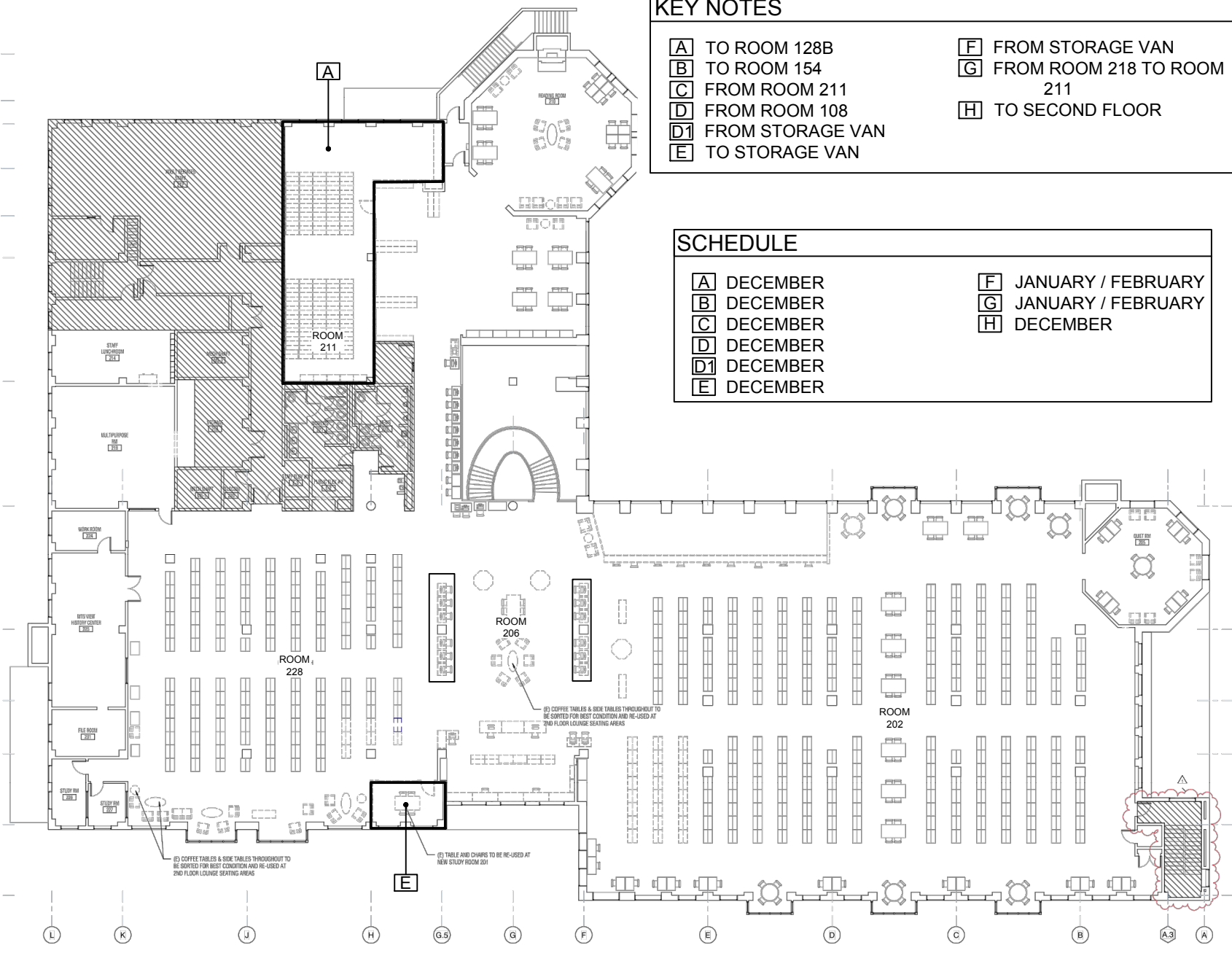
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SHEET NUMBER

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KEY NOTES			
[A]	TO ROOM 128B	[F]	FROM STORAGE VAN
[B]	TO ROOM 154	[G]	FROM ROOM 218 TO ROOM 211
[C]	FROM ROOM 211	[H]	TO SECOND FLOOR
[D]	FROM ROOM 108		
[D1]	FROM STORAGE VAN		
[E]	TO STORAGE VAN		

SCHEDULE			
[A]	DECEMBER	[F]	JANUARY / FEBRUARY
[B]	DECEMBER	[G]	JANUARY / FEBRUARY
[C]	DECEMBER	[H]	DECEMBER
[D]	DECEMBER		
[D1]	DECEMBER		
[E]	DECEMBER		

1 2ND FLOOR FURNITURE PLAN - DEMO
1/8" = 1'-0"

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SECOND FLOOR
FURNITURE MOVE
SHEET 3

City of Mountain View

Mountain View Public Library

LIBRARY SPACE MODIFICATIONS
PROJECT 11-27 & 16-60
585 Franklin Street
Mountain View, CA 94041

SHEET TITLE
DEMO FURNITURE PLAN - 2ND FLR

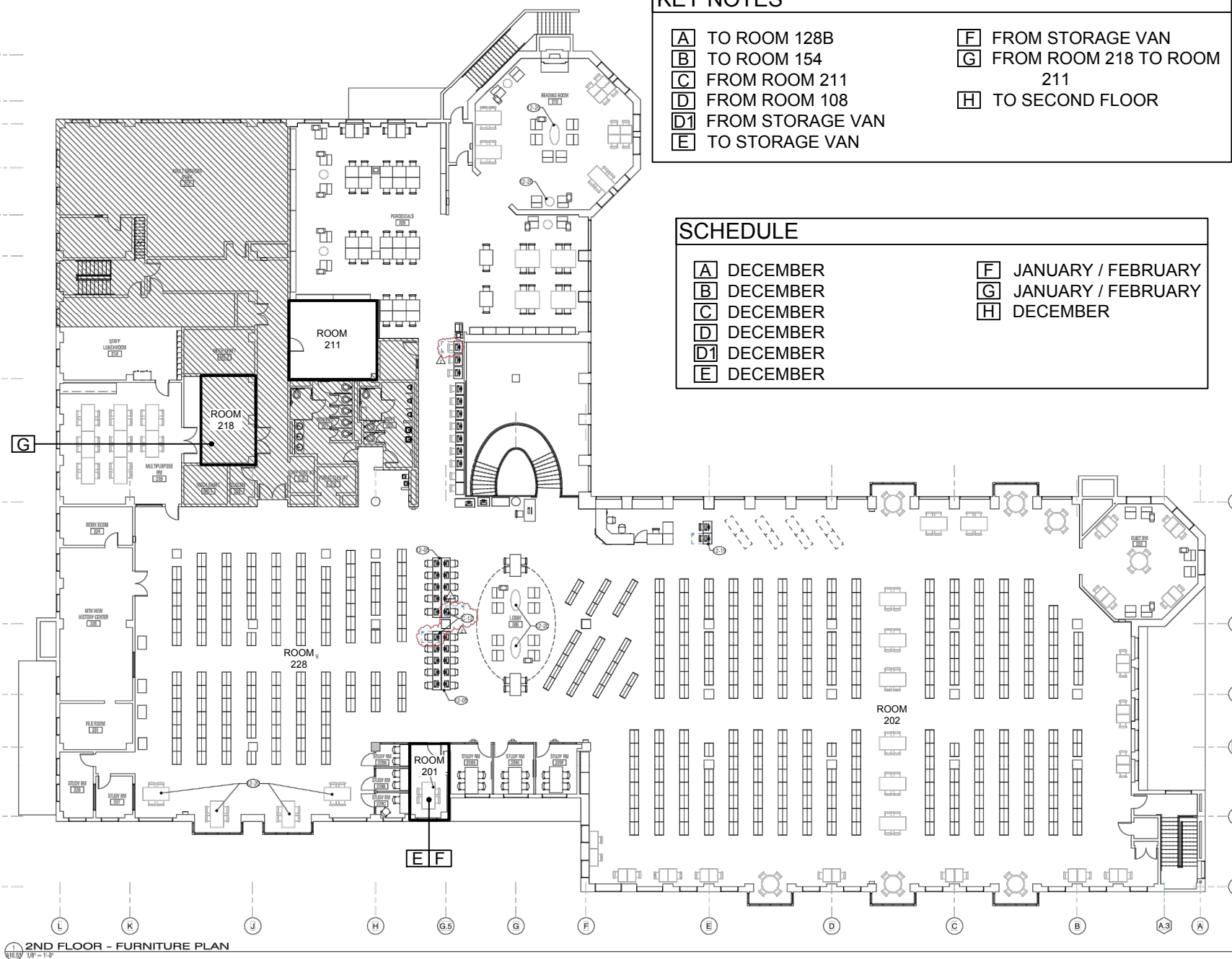
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1 10/10/17 From Revision 001

DATE 7/10/2017
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SHEET NUMBER
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SECOND FLOOR
FURNITURE MOVE
SHEET 4

City of Mountain View

Mountain View
Public Library

LIBRARY SPACE
MODIFICATIONS
PROJECT 11-27 & 18-69
565 Franklin Street
Mountain View, CA 94041

SHEET TITLE
FURNITURE PLAN
- 2ND FLR

REVISIONS
NO. DATE DESCRIPTION
1. HISTORY: NONE

DATE 7/18/2017
DRAWN Author
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SHEET NUMBER

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